

UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF MISSISSIPPI

INTERIM STANDING ORDER AUTHORIZING INITIAL FILING OF BANKRUPTCY  
PETITION, SCHEDULES AND OTHER REQUIRED DOCUMENTS BY MEANS OF A  
“FLOPPY” DISK OR A COMPACT DISK

WHEREAS, this court has implemented the CASE MANAGEMENT (CM) phase of the CASE MANAGEMENT / ELECTRONIC CASE FILING (CM/ECF) program that has become the national standard for bankruptcy case electronic filing and case management; and

WHEREAS, as an intermediate step between the implementation of the case management and electronic filing phases of such program, this court has determined that this court should grant forthwith permissive authority for the filing of certain documents by means of “floppy” disks and/or compact disks; it is

ORDERED that commencing immediately this court, as a supplemental, but not exclusive, procedure, will accept the initial filing of bankruptcy petitions (to which case numbers have never been assigned), schedules and associated documents sanctioned by law and bankruptcy rules of procedure to be filed concurrently with the filing of initial petitions by means of either “floppy” or compact disks under the following guidelines; to-wit:

1. The aforementioned documents shall be in Portable Document Format (PDF), whether such initial filings are complete or incomplete.

2. The accompanying master mailing list (matrix) shall conform to existing standards previously established by this court and shall be in Text (TXT) Format.

3. The separate and distinct hard copy confidential submission of the full social security number(s) of the debtor(s) to the office of the clerk of court pursuant to judiciary procedures adopted in furtherance of the congressional PRIVACY ACT shall NOT be included in any floppy or compact disk filing, just as the subject social security number(s) and said hard copy submission (known in this court as FORM B-21) shall NOT be included in a paperwork filing of a bankruptcy petition, schedules or associated documents. FORM B-21, constituting a representation of the correct social security number(s) of debtor(s), sworn to under the penalty of perjury, shall be separately submitted to the office of the clerk of court, but such FORM B-21 shall be submitted at the same time when the petition is submitted.. This procedure is deemed appropriate to prevent identity theft. FORM B-21 may be printed from the website of this court.(<http://www.msnb.uscourts.gov/>).

4 Any person or entity that files a “floppy” or compact disk shall be deemed to have represented to this court that such disk has been scanned and is free of “viruses”, “worms”, etc.

5. Only one(1) bankruptcy petition and associated schedules and documents may be included on a disk.

6. An adhesive label, containing the name(s) of the debtor(s) whose petition is included in the disk filing, shall be securely affixed to the center area of the disk.

7. Any media submitted by means of a disk shall be in PC format.

8. The subject PDF documents shall be submitted in GREY SCALE, shall not be submitted in either black and white or in color, and shall not exceed 300 dots per inch (DPI).

9. Pending the adoption of ECF signature requirements and standards, signatures for documents submitted by “floppy” or compact disks shall be in the format of /s/ followed by the printed name(s) of the signer(s) of the document bearing the original signature(s) under oath of debtor(s), which shall be retained by the attorney for the debtor(s) or by the debtor(s) pending the further order of this court.

DATED: February 2, 2004

\_\_\_\_/s/\_\_\_\_\_  
David W. Houston, III  
Judge